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CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS Honoring California's Veterans



Classification: Associate

Associate Information Systems Analyst (Spec) Salary \$4619 - \$5897

Will also consider

Assistant Information Systems Analyst (Spec) Salary \$3106 - \$4903

Permanent, Full Time

Location: Department of Veterans Affairs

Information Services Division

1227 O Street

Sacramento, CA 95814

Who Should Apply: Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement are encouraged to apply. SROA PROVISIONS APPLY. Eligible honorably discharged veterans are encouraged to apply provided the above criteria are met. For those individuals who do not meet the above criteria you may qualify to take or apply for a civil service examination based on minimum qualifications for the classification. To view all civil service examinations offered by the State of California or the CA Department of Veterans Affairs, please visit our website at www.cdva.ca.gov. You may also view other examinations offered by the State Personnel Board at www.spb.ca.gov.

The benefits of working for Veterans Affairs includes low-cost parking on site, easy light rail access, an on site exercise facility and knowing that you support the Agency's mission of "Promoting and delivering the benefits provided by the grateful State of California to its deserving veterans and their families".

Duties and Responsibilities:

Under the general supervision of the Senior Information Systems Analyst Supervisor, performs specific duties in the policy and Administrative Support Section of the Information Services Division (ISD).

- Procure IT hardware and software for the department. Develop bid solicitations; prepare Intra Office Requisition Forms; research vendors and track status of purchases. Enter all procurement information in the Track-It system.
- Develop and manage Information Technology (IT) contracts that include preparation and administration of requests for proposals, bid solicitation, interagency agreements, purchase estimates and other contract related documents and forms.
- Develop feasibility studies, special project reports, budget change concepts and budget change proposals. Work with control agencies on IT projects.
- Develop and maintain personnel related documents for IT which includes Request for Personnel Action (M-80), Request for Freeze Exemption, duty statements, organizational charts, job announcements and advertisements.
- Develop and maintain IT policies and route to executive staff for approval.
- Other projects and related duties as appropriate.

How to Apply: Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs

Human Resources Division Voice: (916) 653-2535 1227 "O" Street, Room 404 TDD: (916) 653-1966 Sacramento, CA 95814

Inquiries:

Attn: Jacquie Ruiz, Ref: M80#024G 08/09

Note: In line #12 of the State Application, you must clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Reemployment or Reinstatement and include M80 # 024G 08/09.. Failure to do so could result in being rejected from the interview process.

Final Filing Date: <u>Until Filled</u>

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF VETERANS AFFAIRS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO: 576-020-1470-001

RELEASED: 10.03.08